

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE SPECIALIST 2 (PS100739)

DEPARTMENT: CLERK OF COURT'S OFFICE - DSS

JOB SUMMARY/ESSENTIAL FUNCTIONS: Receives and processes court ordered payments. Must effectively and efficiently interpret court orders/files to determine the amount to be applied to each case when accepting a payment for distribution among multiple cases. May create and distribute basic correspondence to case parties. Performs diversified duties including answering incoming telephone calls, taking messages, composing letters, opening and processing mail, creating data files, copying and filing, data entry records management, and other related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and five (5) years related experience. Recent cashiering experience in a non-retail environment is strongly desired. The ideal applicant will have experience in the banking industry or government entity. Applicants must be detail oriented, and very accurate with financial transactions.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Data Entry/Basic Skills test score of 71 is required for this position.

Skilled in the operation of all basic office equipment, including FAX machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Thirty-seven and one half (37.5) hours per week. Normal operating hours are Monday through Friday 9:00 a.m. until 5:00 p.m., with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) for an application or visit our website at www.berkeleycountysc.gov

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

**Administrative Specialist 2 - Grade C15
Entry Level Bi-Weekly Salary Range: \$958.42 - \$1,102.18**

**Date of Posting: 09/21/12
Closing Date: Subject to close at any time**

THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED. APPLICATIONS WILL NOT BE ACCEPTED ONCE POSITION IS CLOSED. POSITIONS ARE SUBJECT TO BEING CLOSED AT ANY TIME.